

ODP 1542-77

4 AUG 1977

STATINTL

MEMORANDUM FOR: Executive Officer, DDA
FROM : [REDACTED]
Acting Chief, Management Staff, ODP
SUBJECT : Renewal or Cancellation of FY 1977
Service Contracts for FY 1978
REFERENCE : Memo fm Executive Officer, DDA, to
Multiple Addressees, dtd 20 June 1977,
Same Subject

This is to advise that Forms 2420 for renewal or
cancellation of Office of Data Processing FY 1977
service contracts were forwarded to the Automatic Data
Processing and Engineering Branch and General Procurement
Branch, Procurement Division, Office of Logistics, on 3
August 1977.

Distribution:
Orig & 1 - Addressee
1 - ODP Registry
2 - O/D/ODP

STATINTL O/D/ODP/[REDACTED]/mlc/3August1977

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[REDACTED] STATINTL

SECRET

DDA 77-4133

Approved For Release 2000/09/03 : CIA-RDP84-00933R000400040016-9

25X1A

20 JUL 1977

ODP # 1437-77

MEMORANDUM FOR: Multiple Addressees

FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : Renewal or Cancellation of FY 1977 Service
Contracts for FY 1978

1. Transmitted herewith is a copy of a computer printout listing the service contracts currently in effect for your office.

2. To the extent possible, each office should consolidate its renewal and cancellation requests and forward same in one transmittal to the applicable Procurement Division, OL (PD/OL), branch listed below:

25X1A

Chief, ADP & Engineering Branch, PD/OL
3F13D [REDACTED] Building, extension 8257

25X1A

Chief, General Procurement Branch, PD/OL
3F15P [REDACTED] Building, extension 8115

25X1A

Chief, Production & Services Contracts Branch, PD/OL
3F15G [REDACTED] Building, extension 8391

This transmittal must be recorded prior to 5 August 1977. These requests should be on Form 2420, Request for Procurement Services, and must include statements of the actions to be taken, the contract numbers, location of equipment, and the appropriate budget certifications and financial allotment numbers. If model or serial numbers on the printout are incorrect, please make the necessary corrections.

3. It is understood that each renewal is subject to the availability of FY 1978 funds. Upon receipt of such funds, each office must advise the appropriate PD/OL component in writing to confirm the availability of funds for each service contract.

4. Your timely cooperation in this matter will be appreciated. Please refer any questions regarding this exercise to the branch chiefs listed above.

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Attachment: as stated

